



INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY
AND APPLIED NUTRITION,
VEER SAVARKAR MARG, DADAR, MUMBAI 400 028
(AN AUTONOMOUS BODY UNDER THE MINISTRY OF TOURISM, GOVT. OF INDIA)
Website: www.ihmctan.edu E-mail : sneha@ihmctan.edu

Applications are invited for the following posts:

1	Name of the Post	Lower Division Clerk	Teaching Associate (Contractual)
2	Number of Vacant Post	01	06
3	Category	[EWS- 01]	[UR-04 & OBC-02]
4	Scale of Pay	Level 2 in Pay Matrix (as per 7 th CPC) Rs.19,900-63,200/-	Rs.40,000/-p.m. consolidated
5	Age limit	Not exceeding 28 years (as on 29.02.2024). Relaxable upto 5 years in the upper age limit for Departmental candidates and as specified for other categories by Govt. of India from time to time.	Age limit not exceeding 30 years (as on 29.02.2024). Upper age limit is relaxable as per the GOI rules from time to time
6	Educational and other Qualifications	Essential Qualification 1. Pass 10+2 or Higher Secondary 2. Typing speed of 40 w.p.m (Computer based) Desirable 1. One year experience in Computer Applications such as MS-WORD, MS-EXCEL etc. 2. Proficiency in English 3. Having exposure to office procedure like maintenance of files, noting, drafting etc. 4. Knowledge of Hindi Typing	(i) Must have passed the NHTET with prescribed percentage conducted by NCHMCT (ii) Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognized University and full time Master's degree in Hospitality & Hotel Administration / Hotel Management securing not less than 60% marks in aggregate either in bachelor's or master's degree. OR (i) Must have passed the NHTET with prescribed



			percentage conducted by NCHMCT (ii) Full time Bachelor's Degree in Hospitality & Hotel Administration / Hotel Management after 10+2 from a recognized University securing not less than 60% marks in aggregate with at least 2 years industry experience.
7	Method of Selection	Written Examination and Skill Test	Teaching Ability test & Subject Skill test.

Persons working in Governments/ Semi Government/ Autonomous Organizations should submit their applications through proper channel.

Interested candidates may download the application form from www.ihmetan.edu and send the duly filled application form enclosing attested copies of testimonials to reach Principal, Institute of Hotel Management, Catering Technology & Applied Nutrition, on the above address on or before **29th February, 2024, 5.00 P.M.** along with Demand Draft of Rs. 500/- in favour of "Institute of Hotel Management" payable at Mumbai. Please attach self-addressed and sufficiently stamped envelopes of proper size along with the application.

Incomplete applications will be rejected.

The competent authority, reserves rights to cancel/ republish the advertisement for any or all of the above posts, without assigning any reason.

(Nisheeth Srivastava)
Principal / Secretary

